

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-1 of C-14

APPENDIX C. HOSC PROJECT RECORDS

Records required to maintain ISO registration are as defined in MPG 1440.2, Appendix A.

The following table provides the minimum retention for records required by NPR 1441.1 NASA Records Retention Schedule (NRRS). The NRRS has a series of 10 schedules approved by the Archivist of the United States, which furnish authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers/installation or offices. This document is updated frequently, therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

Retention Code	Record	NRRS Reference	General Direction (Check the NRRS reference)
1	Training	3/33H.1	Destroy on transfer or separation of employee or when 5 years old, whichever is sooner.
2A	Purchasing/Procurement	5/1F	Destroy upon termination or completion.
2B	Credit Card Records	5/1A.1.b	Destroy 3 years after final payment.
3	Written directive to contractor	5/25A	Destroy upon certification of final payment.
4	Contractor Monthly Reports	5/25B	Destroy 2 years after expiration of contract.
5	Other records	8/5B.2	Destroy when no longer needed for reference, or upon completion, termination, cancellation, or suspension of the project, or when 5 years old, whichever is sooner.
6	Configuration Control Board minutes, ECRs, directives, etc.	8/9	Retire to Federal Records Center when 2 years old. Destroy when 30 years old. Earlier destruction is authorized upon receipt of specific authorization from pertinent Center Director or Program Manager.
7	Flight Readiness	8/26B.2	Keep for 3 years, then destroy when the program terminates, or when no longer needed, whichever is sooner after 3 years.
8	Contractor Performance Evaluation	8/28A	Retire to FRC 2 years after completion, termination, or cancellation of the Program. Destroy when 10 years old.
9	Safety	1/117.5A	Handle as permanent pending retention approval.

The records lists which follow utilize the codes shown above.

Records lists are provided for the overall project and corresponding to each PIP.

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-2 of C-14

GSD-Staff-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Continuous Improvement Database	All	MRK	MRB	CI DB	E		GSD DB Server	8000, Chronol	5
MRB Agenda and Minutes	MRK	MRB	MRB	Memo	E		4610, 1019	8000, Chronol	5
Collaborative Work Commitment (CWC)	Mgrs, Leads, DEV, O&M, BMG	BMG	PM/GL	CWC	E/P	PM, GL, L	CRPS DB	CWC #	5
Engineering Change Request (ECR) MSFC-PLAN-904	Mgrs, Leads, Dev, O&M, BMG	HMK	TLG, SEG, SEK	ECR	P/E		Blackstar 4610/2057	8040, Numerical	6
How Are We Doing Survey	GSD Customers	PMG	PMG	Form	P		4610/2062	8000, Chronol	5
Master List including Release Authority		HMK (Level III)	HMK (Level III)	Doc Tree Database	E		Blackstar	8000, Doc #	5
Risk Identification and Analysis Form (RIAF)	Esp. Mgrs and Leads	MRK	MRK	RIAF	E		GSD/DB Server	8000, Chronol	5
QP Appendix C Records Plans	MSAs	PMG	PMG	P	E/P		4610, 2062 4610, 1001B 4610, 1028 4663, A181	8000, Chronol	5
Audit Schedule Audit Results	MRG Mgrs and Leads	MRG MRG	MRG MRG					8000, Chronol	5
Semi-annual contractor evaluations	Mgrs and Leads	COTR	COTR	Memo	P	COTR, BMO	4610, 2076	8000, Chronol	8
Export Control Records	All	EXG	EXG	Form 4312, or email	P	EXC	4610, 2076	8000 Chronol	5
Service Level Agreements (SLA) are documented in the POIC Capabilities Document (SSP 50304) Section 12	Ops Leads	HMK	HMK	CWC	E/P	TLG, PMG	SSP 50304	CWC 3	5

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-3 of C-14

GSD-Staff-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Training/Certification Record	Training Office	Mgrs & Leads	Mgrs & Leads		P	Mgrs, Leads, trainee	4610, 2062	3400 Alpha	1
Training Plan	Mgrs & Leads	Mgrs	Mgrs	MSFC Form 4333	P	Mgrs, Leads, trainee	4610, 2062	3400 Alpha	1
Safety Training Records	(Ann or her rep)	Supervisor Safety Web Page	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Safety, Mgrs	Supervisor Safety Web Page	1700, Chronol	9
Task Directives	Mgrs and Leads, BMG, COTR	BMG	BMG	MSFC Form 90	P	COTR, BMO	4610, 2059	5142, Chronol	3
Contractor Performance Evaluation (same as Semi-annual above, delete one)	Mgrs and Leads	COTR	COTR	Memo	P P	COTR, BMO	4610, 2076	8000, Chronol	8
Procurement Plan		BMG	BMG			BMO	4610, 2059	5100, Chronol	2A
System Specifications	Leads, Engrs, DEV, HMK, CMK	HMK (Level III)	HMK (Level III)						
Review Announcement	Mgrs, Leads, Engrs, CMK, MRK, DEV	PMG	PMG					8000, Chronol	5
PCN ID and Trace Logs HW, SW, Document labels		HMK HMK HMK	HMK HMK HMK	ECR CMCR Doc Tree, Form 1602	P/E P/E E P/E		? Vitalink Doc Tree NEMS		

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-4 of C-14

Mission Systems-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Review Plans/Minutes	Mgrs, Leads, and DEV	CMK	CMK						
HPR	All	DMK	DMK	HPR	E		Blackstar	HPR #	5
System Specification Development Folders including Ops and maintenance planning, etc. documentation	All Developers	CMK, Level IV CM	CMK, Level IV CM	SRS SDFs	P/E P/E		Red Dwarf web server 4650/RES2		
ALERT (Security)	SSG	SSG	SSG	Email from True Secure	E	SSG	4663 Security Office A202		
Records of any lost, damaged or unsatisfactory customer property (via HPR)	SWK	DMK	DMK	HPR Report of Survey	P/E P		Blackstar 4610 COTR		
Credit Card Purchase Records	Mgrs and Leads, BMG, COTR	CCH	CCH		P	CCH	Cardholder Office	5100 by FY	2B
Training/Certification Record Safety Training Records Training Plan??	Training Office Mgrs and Leads	Mgrs and Leads Supervisor Safety Web Page	Mgrs and Leads Supervisor Safety Web Page	Memo Supervisor Safety Web Page	P E	Mgrs, Leads, trainee Mgrs	4610, 1028B Supervisor Safety Web Page	3400 Alpha 1700 Chronol	1 9
Verification of Purchased Products (reference 7.8.1 and 7.8.3 and Project Plan)	Mgrs and Leads, BMG, COTR	VLG/VLK	VLG/VLK	Test Metrics	E		4663/RES2		
Verification plan/procedures	PMG, GLG, TLG, SEG, HMK, PMK, GLK, SEK Engrs, DEV, VLG, VLK	VLG, VLK	VLG, VLK	New Rqmts	E		4663 RES2		
Verification/Test Plan	Leads, Engrs, DEV, HMK, CMK	VLK (Level IV)	VLK (Level IV)	New Rqmts	E		4663 RES2		
RID	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar	8000, Chronol	5

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-5 of C-14

Mission Systems-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Requirements Review Record	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar		
Design Review Record	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar		
Verification/Test Results Internal PR	Leads, Engrs, DEV, VLG, VLK, CMK, DEV	VLG/VLK VLG/VLK	VLG/VLK VLG/VLK	Test Metrics	E E		4663 RES2 FMPro		
Validation Results	Leads, Engrs, DEV, VLG, VLK, DMK	VLG/VLK	VLG/VLK	Test Metrics	E		4663 RES2		
Verification/Test Plan/Procedure	Leads, Engrs, DEV, VLG, VLK	VLG/VLK	VLG/VLK	Test Metrics	E		4663 RES2		
Verification/Test Results	Leads, Engrs, DEV, VLG, VLK	VLG/VLK	VLG/VLK	Test Metrics	E		4663 RES2		
ID and Trace Logs HW, SW, Document Labels		CMK	CMK	CMCR 1602	P/E P/E		Vitalink NEMS		
Build Release Packages Deviation/Waiver (via HPR)	Leads, Engrs, DEV, HMK, CMK, DMK, VLG, VLK, OLG	CMK DMK	CMK DMK	Report Waiver	P P/E		HOSC CM Blackstar		
IPR Release Notes/Defects Report	All	VLG/VLK VLG/VLK	VLG/VLK VLG/VLK	IPR Report	P/E P		Code Baseline DB CM Office 4663 A262	8000, Chronol	5
Monthly Safety Meeting Notes • Directorate Level • Group Level	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9
Monthly Safety Walk-round Notes	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-6 of C-14

TReK-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Current Activities Schedule	C/SEG	SEG	SEG	Document	E	TReK Team	Enterprise Server, Sourcesafe	8000, Chronol	5
Training/ Certification Record	TLG	TLG	TLG	MSFC Form 4333	P	Individual	4610/ 1028B	3400, Alpha.	1
Continuous Improvement	All	MRK	MRB	CI DB	E		GSD/DB Server	8000, Chronol	5
TReK Problem Report	C/SEG	SEG	SEG	Filemaker pro DB	E	TReK Team	GSD DB Admin Server	8000, Chronol	5
TReK Problem Report Database	TE	TLG	TLG	Filemaker pro DB	E	Test Team	GSD DB Admin Server	8000, Chronol	5
TReK Release Notes									
CWC	Mgrs, Leads, DEV, O&M, BMG	BMG	PM/GL	CWC	E/P	TReK Team	CRPS DB	CWC #	5
Customer Input Database	TLG	SEG	SEG	Filemaker pro DB	E	TReK Team	GSD DB Admin Server	8000, Chronol	5
Install Scripts and Logs	TE	TLG	TLG	Source- safe CM Tool	E	TReK Team	Enterprise Server, Sourcesafe	8000, Chronol	5
Test Database	C/SEG	SEG	SEG	Filemaker pro DB	E	TReK Team + KTR	GSD DB Admin Server	8000, Chronol	5

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-7 of C-14

Payload Planning-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Review Plans/Minutes	Mgrs, Leads, and DEV	CMK	CMK						
System Specification/Development Folders including Ops and maintenance planning, etc. documentation	All Developers	CMK, Level IV CM	CMK, Level IV CM	SRS SDFs	P/E P/E		Red Dwarf web server 4650/RES2		
R&T: Proposal Authority to Proceed Research Plan Research Record Review Record	Mgrs, Leads, R&T Engrs	R&T Engr	R&T Engr						
Training/Certification Record	All, particularly Mgrs and Leads	MSA	GLG/TLG	MSFC Form 4333	P		4610/1001B	3400 Alpha	1
Safety Training Records	All, particularly Mgrs and Leads	Supervisor's Safety Web Page	Supervisor's Safety Web Page		E		SSWP		
Credit Card Purchase Records	Mgrs and Leads, BMG, COTR	CCH	CCH		P	CCH	Cardholder Office	5100 by FY	2B
Verification of Purchased Products (reference 7.8.1 and 7.8.3 and Project Plan)	Mgrs and Leads, BMG, COTR	VLG/VLK	VLG/VLK	Test Metrics	E		4663 RES2		
Verification plan/procedures	PMG, GLG, TLG, SEG, HMK, PMK, GLK, SEK Engrs, DEV, VLG, VLK	VLG, VLK	VLG, VLK	Test Metrics	E		4663 RES2		
Verification/Test Plan	Leads, Engrs, DEV, HMK, CMK	VLK (Level IV)	VLK (Level IV)	Test Metrics	E		4663 RES2		
RID	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar	8000, Chronol	5
Requirements Review Record	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar		

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-8 of C-14

Payload Planning-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Design Review Record	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar		
Verification/Test Results	Leads, Engrs, DEV, VLG, VLK, CMK, DEV	VLG/VL	VLG/VLK	Test Metrics	E		4663 RES2		
Internal PR	Leads, Engrs, DEV, VLG, VLK, CMK, DEV	VLG/VLK	VLG/VLK	IPR	E		Code Baseline DB		
Validation Results	Leads, Engrs, DEV, VLG, VLK, DMK	SCM	SCM	Test Metrics	E		4663 RES2		
Verification/Test Plan/Procedure	Leads, Engrs, DEV, VLG, VLK	SCM/DEV	SCM/DEV	Test Metrics	E		4663 RES2		
ID and Trace Logs		CMK	CMK						
HW, SW, Document labels		CMK	CMK						
Test schedule	SCHK, VLG, VLK, CMK, DEV, OLG	SCHK, VLK	SCHK, VLK	Master Schedule	E		4663 RES2		
Build Release Packages	Leads, Engrs, DEV, HMK, CMK, DMK, VLG, VLK, OLG	CMK	CMK	Report	P		HOSC CM		
Dev. Folder	SCHK, VLG, VLK, CMK, DEV, OLG	Developer	Developer	SDFs	P/E		4650/RES2		
Internal PR		VLG/VLK	VLG/VLK	IPR	E		Code Baseline DB		
IV&V Test Report		VLG/VLK	VLG/VLK						
Release Notes/Defects Report		VLG/VLK	VLG/VLK	Report	P		HOSC CM Office	8000 Chronol	5
IPR	All	VLG/VLK	VLG/VLK	IPR	E		Code Baseline DB		
HPR	All	DMK	GLG/TLG/SEG	HPR	E		Blackstar	HPR #	5

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-9 of C-14

Payload Planning-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Monthly Safety Meeting Notes <ul style="list-style-type: none"> • Directorate Level • Group Level 	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9
Monthly Safety Walk-around Notes	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-10 of C-14

DRC-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Review Plans/Minutes	Mgrs, Leads, and DEV	CMK	CMK						
System Specification/Development Folders including Ops and maintenance planning, etc. documentation	All Developers	CMK, Level IV CM	CMK, Level IV CM	SRS SDFs	P/E P/E		Red Dwarf web server 4650/RES2		
Training/Certification Record Safety Training Records	All, particularly Mgrs and Leads	Mgrs and Leads Supervisor Safety Web Page	Mgrs and Leads Supervisor Safety Web Page	Memo	E		4663 RES2	3400 Alpha	1
Credit Card Purchase Records	Mgrs and Leads, BMG, COTR	CCH	CCH		P	CCH	Cardholder Office	5100 by FY	2B
Verification of Purchased Products (reference 7.8.1 and 7.8.3 and Project Plan)	Mgrs and Leads, BMG, COTR	VLG/VLK	VLG/VLK	Test Metrics	E		4663 RES2		
Verification plan/procedures	PMG, GLG, TLG, SEG, HMK, PMK, GLK, SEK Engrs, DEV, VLG, VLK	VLG, VLK	VLG, VLK	Test Metrics	E		4663 RES2		
Verification/Test Plan	Leads, Engrs, DEV, HMK, CMK	VLK (Level IV)	VLK (Level IV)	Test Metrics	E		4663 RES2		
RID	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar	8000, Chronol	5
Requirements Review Record	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar		
Design Review Record	Mgrs, Leads, Engrs, CMK, MRK, DEV	CMK	CMK	RID	P/E		4663 DM Blackstar		
Verification/Test Results Internal PR	Leads, Engrs, DEV, VLG, VLK, CMK, DEV	VLG/VLK VLG/VLK	VLG/VLK VLG/VLK	Test Metrics	E		4663 RES2		
Validation Results	Leads, Engrs, DEV, VLG, VLK, DMK	VLG/VLK	VLG/VLK	Test Metrics	E		4663 RES2		

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-11 of C-14

DRC-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
ID and Trace Logs HW, SW, Document labels		CMK	CMK	CMCR Form 1602	P/E P/E		Vitalink NEMS		
Test schedule	SCHK, VLG, VLK, CMK, DEV, OLG	SCHK, VLK	SCHK, VLK	Master Schedule	E		4663 RES2		
Build Release Packages Code Handover Checklist	Leads, Engrs, DEV, HMK, CMK, DMK, VLG, VLK, OLG	CMK VLG/VLK	CMK VLG/VLK	Report	P		4663 CM Office A262		
Dev. Folder IV&V Test Report	SCHK, VLG, VLK, CMK, DEV, OLG	Developer VLG/VLK	Developer VLG/VLK	SDFs Test Metrics	E E		RES2 RES2		
Release Notes/Defects Report	All	VLG/VLK	VLG/VLK	Reports	P/E		HOSC CM	8000, Chronol	5
Monthly Safety Meeting Notes • Directorate Level • Group Level	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9
Monthly Safety Walk-around Notes	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-12 of C-14

Mission Systems Operations-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
Review Plans/Minutes	Mgrs, Leads, and DEV	CMK	CMK						
IST Personnel Certification (per HOSC-PLAN-209 and FPD-OI-FD40.4)	Ops Leads, O&M Integrated Support Team	ISO Discipline Lead	ISO Discipline Lead		P/E		4663/A179 Red-Dwarf	3400, Chronol	1
IST Procedures Certification (per FPD-OI-FD40.4)	Ops Leads, O&M Integrated Support Team	ISO Discipline Lead	ISO Discipline Lead	CMCR	P		Blackstar DM	8000 Chronol	5
Incident Report (per HOSC-HUH-233)	Ops Leads, O&M Integrated Support Team	HSDK	HSDK	IR	E		Applix Server		
HOSC User Survey	Esp. Mgrs and Leads	OUTL	OUTL	HUS Form	E		http://gsd-fmp-unlim.msfc.nasa.gov/newhosc/HOSCEntry.htm	8000, Chronol	5
SLA Metrics	Ops leads	OUTL	OUTL	IR	E		DRD to COTR and HOSC DM		
Training Record	OLG, OUTL	TRNK	TRNK	Spreadsheet	E		4663 RES2	3400, Alpha	1
Training/Certification Record	All, particularly Mgrs and Leads	Mgrs and Leads	Mgrs and Leads	Spreadsheet	E		4663 RES2	3400, Alpha	1
Safety Training Records	All, particularly Mgrs and Leads	Supervisor Safety Web Page	Supervisor Safety Web Page					3400, Alpha	1
IST Training/Certification	All, particularly Mgrs and Leads	TRIK	TRIK	Spreadsheet	E		4663 RES2	3400, Chron	1
GSE paperwork HCR	OLK, FCK SWG	FCG WLCK	FCG WLCK	HCR	E		Blackstar		
Property Record Maintenance parts tracking (major)	Esp. FCG, FCK	PRG, RCG MAK	PRG, RCG MAK	1602	P/E		NEMS		

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-13 of C-14

Mission Systems Operations-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
ALERT	Leads, Engrs, DEV, HMK, CMK, BMG, ALG, ALK, SSG, MRK	ALG/ALK	ALG/ALK	ALERT Web page	E	ALG/ALK	HTTPS://Msfcsm3.msfc.nasa.gov/Dbwebs/Apps/TPS/TPSmain.asp	8000, ALERT #	5
Minor OS change via HCR	Mgrs, Leads, Engrs, DEV, CPG, CPK, HMK, CMK, SCHK, WLCK, SCHK	WLCK	WLCK	HCR	E		Blackstar	8000, HCR #	5
DB load via HCR	Mgrs, Leads, Engrs, DEV, CPG, CPK, HMK, CMK, SCHK, WLCK, SCHK	WLCK	WLCK	HCR	E		Blackstar	8000, HCR #	5
ID and Trace Logs HW, SW, Document labels		CMK	CMK	CMCR Form 1602	E P/E		Vitalink NEMS		
Readiness Review/Issues List	Leads, Engrs, DEV, Ops Leads, DMK	OLG	OLG	Reports	P/E		4663 RES2		
FD41 and FD42 GLG Letter to OLG		OLG	OLG	Reports	P/E		4663 RES2		
Incident Reports	MRG, MRK	HSDK	HSDK	IR	E		Applix Server		
For HW: HW Calibration Records	For HW: OLG, OLK, MAK	MAK	MAK	Web input	E		<http://inside.msfc.nasa.gov/CALLAB/>		
MTBF	All	OUTL	OUTL	IR	E		Applix Server		

Flight Projects Directorate / Ground Systems Department FD40		
Quality Plan for the HOSC Project	Document No.: HOSC-PLAN-661	Revision: I
	Date: 14 June 2004	Page C-14 of C-14

Mission Systems Operations-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/Storage	Indexing	Retention
	Originator	Receiver	Analyst						
HOSC User Survey	Mgrs, Leads	OUTL	OUTL	HUS Form	E	Survey Owners or All??	http://gsd-fmp-unlim.msfc.nasa.gov/newhosc/HOSCEntry.htm	8000, Chronol	5
Incident Report	HSDK	HSDK	HSDK	IR	E	OLK, HSDK, O&M	Applix Server	8000, Chronol	5
Management Metrics Package	O&M	OUTL	OUTL	DRD	P/E	OLG, OUTL	4663, A179	8000, Chronol	5
HCR	All	WLCK	WLCK	HCR	E		FM Pro	8000, HCR #	5
CoFR	TLG	PMG	PMG	CoFR	P		4663/A179	8600, By Increment and Flight	7
Work Orders	All	SGS, SGK	SGS, SGK	199	P	Facility Coord	4663, A173	8000, Chronol	5
Monthly Safety Meeting Notes • Directorate Level • Group Level	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9	Supervis or Safety Web Page
Monthly Safety Walk-round Notes	All (aware)	Supervisor Safety Web Page	Supervisor Safety Web Page	E	Mgrs	Supervisor Safety Web Page	1700, Chronol	9	Supervis or Safety Web Page